

APAAC

Reimbursement Guidelines and Procedures

All reimbursement requests must be submitted on the reimbursement form which can be found in the training section on the APAAC website. Reimbursement requests may be submitted via fax, email, or by regular mail (please do NOT submit a request more than one way). APAAC will issue only one check for all of the reimbursable expenses on a reimbursement form.

The mileage reimbursement rate remains the same regardless of where the person travels. However, hotel and meal per diem varies by location and season. Upon request, the APAAC staff will provide the applicable reimbursement rates.

Receipts are never required for meal reimbursement. Documentation for mileage is only necessary when the traveler chooses to drive to an out-of-state seminar (see #4 below). **All other reimbursement requests require receipts or other documentation.**

The following items are eligible for reimbursement from APAAC.

1. Mileage is reimbursable based on the rate listed on the reimbursement form.
2. If the traveler chooses to drive, rather than fly, to an out-of-state seminar, he/she may be reimbursed for mileage up to the cost of an airline ticket to the destination (whichever is less expensive). Documentation, such as a price printout from a travel website, is required to establish the maximum amount the traveler may be reimbursed for mileage.
3. Airport parking
4. Airfare, including checked luggage fees.
5. Ground transportation to/from the airport to the hotel is reimbursable. In addition, if the seminar is held at a location other than the hotel where the traveler is staying, then ground transportation to/from the hotel is reimbursable.
6. Hotel room (including tax) cost is reimbursable up to the conference rate or the government per diem.
7. Seminar registration fees. Organization membership fees are not reimbursable, even if membership would entitle the traveler to attend the conference at a lower rate.
8. Meals not included with the seminar are reimbursable up to the per diem amount. Ground transportation to/from meals is not reimbursable.